

	<p>their own disaster plan and have each foster family’s relocation site. Hard copies of the foster family agency plans/contact information and of relative placement emergency information for individual R/NREFM placements will be stored with the emergency preparedness kit provided by the County Office of Emergency Services and Public Health.</p> <p>The location and placement information (including relative placement, foster family placement, and group home placement) through the Lassen County Probation Department is stored in the CASE system and in hard copy files within the department. The Probation Department will obtain all disaster plans from each individual placement site. This information will be stored in a secured emergency preparedness kit provided by county Office of Emergency Services and the Probation Department.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>Emergency contact information for foster family agencies and R/NREFM providers will be stored with the emergency preparedness supplies.</p> <p>All emergency contact information and persons to contact will be provided in the emergency preparedness kit for all probationers.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	If an event leading to evacuation is known in advance, children’s care providers will be contacted by FCPS staff to determine whether the relocation site of record is appropriate. If the site on record is not safe, providers will be directed to county designated shelter sites.
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	If an event leading to evacuation is unplanned, relocation sites will be designated and publicized as outlined in the current countywide plan. Efforts will be made by FCPS to contact children and their care providers at the relocation sites on record.
Essential Function:	5. Identification of shelters
Process Description:	The Lassen County Office of Emergency Services is the lead agency in designating evacuation sites. OES has multiple sites approved for emergency shelter and designate shelters, depending on the location and circumstances of the disaster requiring evacuation.
Essential Function:	6. Parental notification procedures

Process Description:	<p>FCPS staff will attempt to notify biological parents, using CMS/CWS data. The OES media officer will have a contact number for FCPS to be released to the public.</p> <p>Probation staff will attempt to contact or locate biological parents and/or guardians based on the information in the hard copy file and/or the CASE system.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>The current site of family and children’s protective services is equipped with back up power. Staff will be called to this site to assign ongoing services on a rotating basis. If OES determines the current site is unsafe, staff will be instructed to report to a site approved by OES.</p> <p>The Probation Department’s CASE system is not supported with back-up power; therefore all information will be retrieved through the minor’s hard copy file. Staff will be required to arrive at the Probation Department to ensure ongoing services. If the Office of Emergency Services determines the site is unsafe, staff will follow the instruction of Office of Emergency Services as to where they shall relocate.</p>
Essential Function:	8. Staff assignment process
Process Description:	Available staff will be assigned duties by FCPS and Probation supervisors, as needed.
Essential Function:	9. Workload planning
Process Description:	<p>Once staff has gathered at the current work site (or OES designated site) a social worker or supervisor will be assigned to respond to reports of child abuse (including 24 hour on call) and a social worker or supervisor will handle ongoing case management.</p> <p>Once staff has gathered at the designated work site, the Probation Officer and/or supervisor will be assigned to their regular duties and case management responsibilities, as well as any emergency calls and arrests.</p>
Essential Function:	10. Alternative locations for operations
Process Description:	<p>The current site of family and children’s protective services is equipped with back up power. Staff will be called to this site to assign ongoing services on a rotating basis. If OES determines the current site is unsafe, staff will be instructed to report to a site approved by OES.</p>

	The Probation Department's CASE system is not supported with back-up power; therefore all information will be retrieved through the minor's hard copy file. Staff will be required to arrive at the Probation Department to ensure ongoing services. If the Office of Emergency Services determines the site is unsafe, staff will follow the instruction of Office of Emergency Services as to where they shall relocate.
Essential Function:	11. Orientation and ongoing training
Process Description:	Existing FCPS staff will complete ICS 100 and 200 training online over the next year. New staff will complete the training in the first six months as part of orientation. Orientation and ongoing training for any newly hired staff will be accomplished by shadowing experienced workers. All Probation Officers will continue to complete the forty hours of annual training as mandated by the Correctional Standards Authority. Any new staff will be required to complete the orientation and POST Certified P.C. 832, arrest procedures (the firearm portion is optional).
CWS Disaster Response Criteria B:	Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. New child welfare investigation process
Process Description:	A social worker or supervisor will be assigned to respond to reports of child abuse, including rotating 24 hour on call. Probation Officers will be assigned to respond to any felony law violations pertaining to juveniles and will be required to participate in the rotation of 24 hour on call.
Essential Function:	2. Implementation process for providing new services
Process Description:	New services will be conducted from the current work site (or OES designated site). The emergency preparedness kit will include contact information for referrals to community partners who are available.
CWS Disaster Response Criteria C:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	The emergency preparedness kit will include physical addresses and phone numbers of all current staff. Public Health maintains a directory of essential Health and Social Services management, which will also be available in the kit.

	For Probation minors, the emergency preparedness kit will include physical addresses and phone numbers of all current staff.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	CWS staff will be contacted by supervisors. A phone tree is included in the emergency kit. Probation staff has been provided with a copy of the phone tree of all staff, which includes all cell phone numbers, home numbers, business numbers, and home addresses.
Essential Function:	3. Communication structure – contracted services
Process Description:	Contact information for contract providers will be included in the emergency kit.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	If normal channels are down, communication will be through OES or Public Health. Public Health has satellite phones and a satellite lap top for this purpose. If necessary, contact will be made face to face. Probation staff will be required to physically make contact with other staff or placement providers, as the Probation Department does not have satellite telephones. The Probation Department will also utilize services provided by the Office of Emergency Services and Public Health.
Essential Function:	5. Communication frequency
Process Description:	The frequency will be designated by the Lassen County Office of Emergency Services.
Essential Function:	6. Communication with media
Process Description:	Lassen County OES has a designated media officer.
Essential Function:	7. Communication with volunteers
Process Description:	Volunteers will be under the OES. OES generally uses Red Cross to coordinate volunteer activities.
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	Lassen County FCPS has a current toll free number (800) 251-8277. It does not include TTY.

CWS Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	Records will be entered into CMS/CWS via the emergency lap top. If CMS/CWS is unavailable, hard copies of records will be maintained in a locked file. All information will be recorded in the CASE system at the Probation Department and in hard copy files.
Essential Function:	2. Use of off-site back-up system
Process Description:	The emergency lap top will be available to assigned staff. Probation Staff has laptops for documentation; however, has no electronic system to access.
CWS Disaster Response Criteria E:	Coordinate services and share information with other states:
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	ICPC services and information, obtained from CMS/CWS data or lists in the emergency preparedness kit, will be used by assigned FCPS emergency staff to locate courtesy supervised children. The locations will be reported to the California ICPC office in Sacramento. ICPC services and information will be handled by assigned the Probation Department's emergency staff or on call staff in conjunction with the California ICPC office in Sacramento.
Essential Function:	2. Mental health providers
Process Description:	The integrated CPS mental health therapist and case manager will be on call for child mental health crisis. The County Mental Health Department will be utilized as needed. The Probation Department will contact the Mental Health Department for crisis situations.
Essential Function:	3. Courts
Process Description:	The Lassen County Superior Court has a plan in place for conducting Juvenile Court business in the event of an emergency.
Essential Function:	4. Federal partners

Process Description:	Communication with Title IV-E and other federal partners will be handled by assigned emergency staff in conjunction with CDSS.
Essential Function:	5. CDSS
Process Description:	Communication with CDSS will be conducted by emergency FCPS staff.
Essential Function:	6. Tribes
Process Description:	The tribes and state ICWA consultants will be advised in a timely manner of the whereabouts of Probation and FCPS children.
Essential Function:	7. Volunteers
Process Description:	Volunteers will be coordinated by OES.